

Monash Research Office

The helpful, customer-focused team based at the Clayton campus, provides a range of services to support researchers and any staff involved in research-related activities.

Our aim is to support the University's research priorities in promoting innovative and multidisciplinary research that address national and international priorities.



Halina Oswald JP
Director
Monash Research Office

1. Grants Development and Management

What we do:

- act as the principal point of contact between grant applicants, grantees and funding agencies
- provide guidance on writing and submitting grant applications
- identify, attract and pursue funding opportunities both nationally and internationally
- maximize funding opportunities by identifying and promoting funding opportunities
- supply application forms, guidelines and background documentation
- assist researchers in identifying eligibility for grant opportunities
- advise on effective targeting and preparation of applications
- review, submit and record applications to funding bodies
- develop new areas of funding opportunities
- provide advice on success rates
- seek new opportunities for research initiatives such as Centres of Excellence and CRCs (Cooperative Research Centres)
- support the grant application process by:
 - accepting grants on behalf of the University
 - coordinating the preparation and submission of progress and final reports
 - administer internal grant schemes such as the Vice Chancellor's Award for Excellence in Research
 - liaising with Research and Revenue (R&R) Accounting Services and Research and Revenue Accounting Services Hubs to create fund codes and other financial matters
 - liaise with Records Management Office (RMO) to create management files for accepted grants and contracts

How we keep you informed about grant opportunities!

- Our online monthly Monash Research Office bulletin and informative website keep you up to date with the latest information about grant opportunities, policies and procedures and faculty, department and school news...plus a handy online events planner
- We design and deliver practical, informative seminars that support researchers in the grant writing process

For more information visit www.monash.edu/researchoffice/funding.php

2. Research Ethics and Compliance

We ensure that Monash University research meets all ethical standards, and that the process to reach these standards runs efficiently and effectively. The unit provides information, advice and training to support researchers who apply for human ethics and biosafety clearance.

Our three main service areas are:

- Human Ethics
- Gene Technology
- Quarantine

Human Ethics

The Monash University Human Research Ethics Committee (MUHREC) reviews all research involving human participants. It considers issues that constitute integrity, respect for persons, beneficence, justice, consent, research merit and safety. The primary role of MUHREC is to protect the welfare and the rights of participants in research. The Human Ethics unit assists researchers with their applications to the MUHREC and provides the committee with administrative support.



All staff and students must be aware of their responsibilities and comply with all policies and government requirements.

All research at Monash University must be:

- designed and conducted in accordance with the **Australian Code for the Responsible Conduct of Research 2007**; and
- ethically reviewed and monitored in accordance with the **National Statement on Ethical Conduct in Human Research 2007**

For further information on submission procedures, instructions and dates visit www.monash.edu/researchoffice/human

Gene Technology

Gene technology involves the modification of organisms by the direct incorporation (or deletion) of one or more genes to introduce or alter specific characteristics. Organisms created using gene technology techniques are known as Genetically Modified Organisms (GMOs). A national regulatory scheme was introduced in Australia in 2001 to monitor all work involving GMO's. Monash University's Institutional Biosafety Committee (IBC) liaises with the Office of the Gene Technology Regulator (OGTR) and reviews research applications and monitors certified facilities of research involving GMOs. For more information visit www.monash.edu/researchoffice/biosafety

Quarantine

The Research Compliance unit, in accordance with the **Australian Quarantine and Inspection Service (AQIS)** offers information and administrative support. It provides advice on matters relating to import permits, imported biologicals, **Quarantine Approved Premises (QAPs)**, classification of QAPs, record requirements, QAP accredited person training and the transport of quarantine material. For more information visit www.monash.edu/researchoffice/quarantine

The MRO's three main service priorities are:

1. Grants Development and Management
2. Research Ethics and Compliance
3. Research Information Systems



3. Research Information Systems

The unit's mission is to:

- Examine ways to improve our systems for both researchers and administrative use;
- Improve Monash's corporate research data;
- Provide accurate and timely analysis about Monash and its competitors by collecting and analysing data on Group of Eight (Go8) Benchmarking, Performance Analysis, Publications, Income and other Monash Research Indicators.

What we do:

- Our team helps the Monash Research Office to publish the monthly online Bulletin; develops and supports the Funding Calendar; maintains the Monash Research Office's web pages; and develops and supports the web events calendar, including the automatic registration functionality.
- We also support the Excellence in Research for Australia initiative and the Higher Education Research Data Collection by ensuring that Monash's research publications and income data conform to the required specifications.

- Our unit is responsible for the training of administrative staff and the production of documentation for the publications, grants and ethics interfaces to ResearchMaster. We are also responsible for managing and developing ResearchMaster.
- Our helpful service desk provides support for the following software programs:
 - TARDIS (Total Access Research Data Information System)
 - Administrative access to research data
 - ROPES (Researchers Online Program Enquiry System)
 - Researchers' access to their own research data
 - Business Intelligence Service (BIS) – Research Portfolio
 - Research Master
 - Publications Data Collection

For more information visit:
www.monash.edu/researchoffice/ris.php

Contact us

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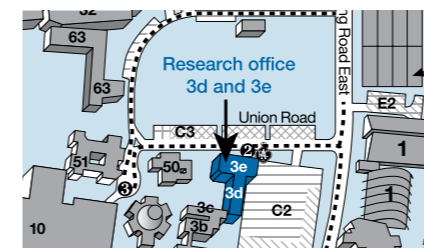
Human Ethics

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Research Compliance

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For information on our staff and their specific roles and contact details visit: www.monash.edu/researchoffice/contact/whoware.html



Cover image: Located at Monash University The ARMI (Australian Regenerative Medicine Institute) FishCore facility is the largest zebrafish facility of its kind in the southern hemisphere.

Monash University reserves the right to alter information, procedures, fees and regulations contained in this document. Please check the Monash University website for updates (www.monash.edu). All information reflects prescriptions, policy and practice in force at time of publication. Published August 2011.

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